

Town of Ballston Community Library
Board of Trustees Special Meeting Minutes
November 10, 2021

Call to order: The meeting was called to order at 7:02 p.m. by President Steve Zarelli.

Present via Zoom: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth Services Librarian.

Trustees: [x]Steve Burchett, []Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – []John Antoski

Town of Charlton Representative – []Doug Ranaletto

Board Minutes: On a motion by Julia Stone with a second from Carolyn Speenburgh, the trustees voted without exception to approve the minutes of the November 3, 2021 special meeting.

Old Business

Credit Card Policy: Following some discussion, trustees voted unanimously to approve a motion by Steve Burchett with second by Julia Stone, to accept P 5500 Credit Card Policy as modified. (Attached below.)

Motion to apply for a credit card from Ballston Spa National Bank: On a motion by Steve Zarelli, seconded by Steve Burchett, trustees unanimously approved a motion to apply for a credit card from Ballston Spa National Bank.

NYS Construction Grant Update: Bids were received from 5 contractors for the Local History room and LED lighting installation. Lisa Hayes of Butler Rowland Mays Architects, LLP will review the bids and make a recommendation.

New Business

Employee Benefits: discussion tabled until next meeting.

Executive session: At 7:37 p.m. on a motion by Steve Burchett, seconded by Tom Shaginaw, trustees voted unanimously to enter executive session to discuss legal matters. At 8:20, Steve Burchett made a motion, which was seconded by Julia Stone and passed unanimously, to exit executive session, where no votes were taken.

Adjournment: At 8:21, on a motion by Sue Tomlinson, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

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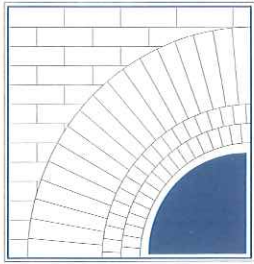
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BUTLER ROWLAND MAYS

ARCHITECTS, LLP

57 West High Street
Ballston Spa, NY
12020

PH: 518 885 1255
FAX: 518 885 1266

www.brmarshitects.com

ARCHITECTURE

INTERIORS

PLANNING

Steven G. Rowland, RA
Paul K. Mays, RA
Licensed NY/CT

November 15, 2021

Steve Zarelli, Board President
Rebecca Darling, Director
Town of Ballston Community Library
2 Lawmar Lane
Burnt Hills, New York 12027

Re.: Small Meeting Room & Lighting Replacement
Project No. 19•42•16

Dear Steve and Rebecca:

Pursuant to the bid opening for the above-referenced project on Tuesday, November 9, 2021, we have reviewed the materials received from bidders in order to help the Board of Trustees make a decision on the appropriate award of contract for completion of the project. Our office has also held phone discussions with the low bidder, to clarify their understanding of the bid documents and project requirements, as well as to reasonably determine their qualifications to complete the work as designed.

Bids received were as follows, in order of lowest bid to highest bid, as per the tabulation prepared on the day of the bid opening (see the attached Bid Tabulation Sheet):

Contractor	Base Bid	Alternate #1	Alternate #2
Gallo Construction Corp.	\$106,700.00	\$45,700.00	\$29,340.00
Hoosick Valley	\$108,000.00	\$46,000.00	\$29,800.00
Rosch Brothers	\$109,800.00	\$55,800.00	\$40,800.00
MR2 Construction Services	\$110,000.00	\$56,500.00	\$36,900.00
Akros Management Inc.	\$119,696.00	\$53,353.00	\$36,363.00

Gallo was asked to confirm their understanding of the project requirements, prevailing wage requirements, and other technical trade and experience questions. They confirmed that their numbers were valid and included all scope of work items. They noted they have done many projects with prevailing wage requirements, and also have worked on projects with State and Federal grant funding and deadlines. Gallo has recently worked on two library projects with our firm: the Watervliet Public Library Addition and Renovations and the Town of Colonie Library Phase 2 Renovations, and their quality of work, professionalism of staff and paperwork organization were excellent. They also met their project schedules.

The bid from Gallo Construction Corp. appears to meet the technical and procedural requirements of the bid documents. We find no reason not to award the project contract to them.

We have reviewed Gallo's bid in relation to your reserves and grant funding sources, and we recommend that in addition to the Base Bid, you include both Alternate #1 (Upper Floor Lighting) and Alternate #2 (Children's Room lighting) for the contract amount of \$181,740.00 that includes the Base Bid of \$106,700.00 plus Alternate #1 of \$45,700.00 and Alternate #2 of \$29,340.00.

We understand that the 2019 Division of Library Development (DLD) funding for the Base Bid and Alternate #1 work has been authorized, but the 2021 DLD funding for the Children's Lighting (Alternate #2) has not yet been determined; but as in past years is expected to be awarded soon. Since the construction industry is currently in flux due to materials shortages, with long lead times for products, we feel performing all the work concurrently will be advantageous for both pricing and scheduling work within the library.

With renovation projects in existing facilities, we do recommend you hold a contingency of about 3-5% of the total project, for unforeseen conditions that may arise during construction. This range of \$5,500-\$9,000 should be held in reserve until the project is nearly completed. Please review your available resources and confirm that the project contract amount, including both alternates and a sufficient contingency, is available and accessible to implement the work.

Upon a Board resolution of award for the contract, Butler Rowland Mays Architects will prepare a Notice of Award of Contract for the successful contractor, as well as the Owner-Contractor agreement for execution, and then schedule a kick-off meeting to include the contractor, within the next two weeks.

Please let us know if we can provide any further information regarding this process.

Respectfully,



Lisa M. Hayes, RA

cc.: BRMA file
encl. Bid Tabulation Form

Bids Due 3:00 PM

Bid Opening 3:00 PM at Town of Ballston Community Library

Contractor Name & Address	Base Bid	Alternate 1 - Lighting Upper Floor	Alternate 2 - Lighting Childrens	Bid Bond	Addendum #1 (11/1/21)	Supplements to Bid Form (Subcontractors)	Contractors Integrity Certification	Sexual Harassment Policy	Non-Collusive Bidding	Non-Discrimination & Affirmative Action	Iran Divestment Affidavit
Akros Management Inc. 46 Rivoli Street Albany, NY 12207 (518) 380-5489	\$119,696.00	\$53,353.00	\$36,363.00	Yes 5%	No	Yes E: Stilsing H: Family Danz	Yes	Yes	Yes	Yes	Yes
Rosch Brothers Inc. 424 Old Niskayuna Rd. Latham, NY 12110 (518) 573-8265	\$109,800.00	\$55,800.00	\$40,800.00	Yes 5%	No	Yes Quality Painters E: Flex H: BPI Piping	Yes	Yes	Yes	Yes	Yes
Hoosick Valley Contractors, Inc. 52 Melrose Valley Falls Rd Melrose, NY 12121 (518) 235-7108	\$108,000.00	\$46,000.00	\$29,800.00	Yes 5%	Yes	Yes (TBD)	Yes	Yes	Yes	Yes	Yes
MR2 Construction Services, LLC 5 Old Stonebreak Rd Malta, NY 12020 (518) 361-3589	\$110,000.00	\$56,500.00	\$36,900.00	Yes 5%	Yes	Yes Kamco Doors P: Tri-Valley E: Flex	Yes	Yes	Yes	Yes	Yes
Gallo Construction Corp. 50 Lincoln Ave. Watervliet, NY 12189 (518) 273-0234	\$106,700.00	\$45,700.00	\$29,340.00	Yes 5%	Yes	Yes (TBD)	Yes	Yes	Yes	Yes	Yes

Apparent Low Bidder - Yellow Highlight

Second Low Bidder - Green Highlight